**DRAFT Job Description**

**Project Coordinator – Food Africa Project**

**Abuja, Nigeria**

**Contract: 12 months, starting ASAP**

**Background**

The Food Africa Project is an innovate partnership between Sahara Group, the United Nations’ SDG Fund, FAO, ILO and ITC, the Roca Brothers and the Kaduna State Government, directed at promoting replicable integrated solutions to agro-food value chain development, food security and nutrition, youth employment and poverty alleviation. The project focuses on **identifying and testing a replicable model** in Kaduna State, Nigeria with a view to scaling-up in other parts of Nigeria and other countries in Sub-Saharan Africa.

The project will establish the food collection and processing facilities, promote forward and backward integration and serve as a one-stop-shop **training facility and Centre of Excellence** providing vocational training in agriculture and agro-processing with a view to identifying best practice and promoting replication. It will operate an **out growers’ scheme**, create a **database and employ GIS-based mobile telephony** to connect farmers to extension workers and the facility and other local and international markets. **A minimart will be established** close to the facilities, ensuring comprehensive utilization of off-specficatin produce and also agro-residues.

The project will also contribute at a higher level to **improved policy and inter-sectorial coordination** between Ministry of Agriculture, Ministry of Water Resources, Ministry of Environment and Ministry of Industry. Strengthen the capacity of and support ministries, departments and agencies to develop and implement policies and provide public services that enhance inclusive and sustainable development in food and agriculture.

Project activities will thus be carried by a core team of 20 locally selected young **community facilitators**, who will benefit from a two-year full-time vocational **traineeship, comprising training in technical skills, business management and a mentoring programme.** Theywill in turntrain **at least 1,500 beneficiaries** throughout the duration of the project, under the supervision the Project Management Team.

The **Project Coordinator** will be based in FAO Office, Abuja with frequent travel to Kaduna State. She/he will report to Project Management Committee and National Steering Committee. She/he will be responsible for ensuring effective coordination with all project partners.

**Duties and Responsibilities**

1. **Strategic Leadership, direction and overall coordination of the implementation of the project:**

* Effective and timely coordination between all project partners, SDG Fund, Sahara Foundation, FAO, ILO, ITC, Kaduna State Government and the Roca Brothers
* Provide timely reports and updates to Project Management Committee and National Steering Committee
* Maintain records on technical and financial aspects of project operations/implementation, including monitoring of project activities and their outcomes
* Maintain and update list of all project focal points
* Facilitate meetings of the Project Management Committee, National Steering Committee, project management office, and other development partners, counterparts as necessary
* Assists in organizing field mission logistics

1. **Ensure groundwork is laid for the kick-off of the project and oversight of preparatory activities**

* Provide timely technical guidance and feedback to project experts, ensuring delivery of all outputs
* Provide technical backstopping to ensure quality and effectiveness of project implementation, addressing key issues in project preparation and implementation and propose appropriate solutions
* Assist in preparation of feasibility, value chain and background studies and dissemination of results
* Assist in identifying project beneficiaries in the Kaduna State area
* Lead the preparation of various written outputs, e.g. background papers, analysis, substantial sections of reports and studies, inputs to publication
* Draft/prepare contracts, terms of reference, job descriptions and other official documents as necessary
* Contributes to consultative and other meetings, conferences, to include proposing agenda topics, identifying participants, preparation of documents and presentation
* Assist in project management, monitoring and evaluation activities as per the approved work plan, proposing revisions where necessary
* Synthesize successful results and prepare and disseminate reports and guidance on best practices and approaches and incentive mechanisms for their wider replication and use
* Assists with project communications and advocacy activities as required

1. **Reporting to Project Management Committee and National Steering Committee**

* Ensure running and operations of project management office
* Act as Secretariat of the Project Management Committee and National Steering Committee, preparing minutes and ensuring appropriate follow-up on Board decisions

**Key Competencies**

* Possesses excellent knowledge of agriculture, agro value chains and allied industries in Nigeria and/or West Africa region
* Demonstrates a good understanding of project cycle/ project management
* Has strong negotiation, management and communication skills
* Has good knowledge of international development, the Paris Declaration, the SDGs, UN system and/or multi-laterals/donors
* Able to establish and build networks links within project partners and beyond
* Ability to work independently and with minimal supervision
* Has good corporate knowledge/awareness and sound judgment
* Demonstrates and safeguard ethics and integrity
* Ability to work in a multicultural, multi ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds.

**Qualifications**

**Education**

* Has Master’s degree in agriculture, natural resources management or other related discipline

**Experience**

* At least five years’ experience in agriculture, agro value chains or related sectors or related fields with recognized technical expertise
* At least two years’ experience in UN, international public sector and/or NGOs
* At least two years’ experience in management position
* Good knowledge of agro-value chains in Nigeria and/or other countries in the West Africa region
* Strong management skills including ability to provide strategic guidance, technical oversight, mentor staff, build strong teams, develop work plans, and manage budgets and project expenditures
* Must be Nigerian national or already have right to work in Nigeria, should willing to relocate to Abuja, with frequent travel to the pilot site in Kaduna State
* Qualified female candidates are strongly encouraged to apply

**Languages**

* Excellent spoken and written English, fluency in the Hausa dialect would be desirable

**Contract duration**

* 12 month IC contract, with possible renewal for further two years

**Application procedure**

* Deadline: XX 2017
* Please apply with:
  + Covering letter explaining your motivation and related skills
  + The latest version of your CV, and
  + Contact details of three references
* Applications should be made to: XXXX, those received after the closing date will not be accepted
* Only short-listed candidates will be contacted

**Evaluation and Selection Criteria**

* Selection will be based on written test, followed by a panel interview